

<b>Policy Number:</b>	<b>1.2.3 Staff Succession, Recruitment and Personnel Files</b>
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**Relevant Statutory / Regulatory Linkages:**

- Information of Freedom and Protection of Privacy Act
- Employee Group Contracts and Terms of Employment
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**Policy Statement (Intent and Scope)**

King’s University College (King’s) strives to fairly recruit and retain the best staff members possible to achieve its Mandate.

**Commitment to Employment Equity:** King’s University College is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals, regardless of ethnicity, race, disability, sexual orientation, or gender identity.

**Commitment to the Catholic Mission:** The College is committed to advancing the Catholic intellectual tradition and welcomes faculty, staff and students from all faiths and backgrounds.

**1. Staff Succession Planning**

1.1. The Principal will ensure that a staff succession plan will be developed for all senior administration positions at King’s.

**2. Staff Recruitment**

2.1. All position vacancies will be filled in accordance with practices identified in the negotiated group contracts.

2.2. All staff positions will have a position description that states the purpose of the role, the accountabilities, education required, experience required, outline of skills and complexity of the position, supervision, outline of physical and psychological environment, and potential health and safety issues.

**3. Personnel Files**

3.1. King’s will maintain individual personnel files on each employee that will contain the original Offer of Employment, signed performance appraisals, and any subsequent adjustments, training activities, requests for leave, disciplinary letters and other related materials.

3.1.1. Personnel files for faculty members will be maintained in the Office of the Principal.

3.1.2. Personnel files for all other employees will be maintained in the Office of Human Resources.

3.2. Each employee has the right to personally review their personnel file through a request to the Principal or designate and such a request cannot be unreasonably delayed or denied.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Principal will report to the Board annually that the staff recruitment and personnel files management activities has been in compliance with the policy or identify and breaches and the actions taken.